

EmployME! February 2007

Helping people with disabilities obtain IT training for today's marketplace.

Program Overview

On December 22, 2006, the Board of Trustees of the Henry H. Kessler Foundation in West Orange, NJ approved a two-year grant allocation totaling \$946,000 to New Jersey Institute of Technology—the state's science and technology university—targeted largely towards people with physical disabilities through training and special initiatives leading to employment.

The **EmployME!** Program is a public-private partnership to prepare unemployed and underemployed men and women with disabilities for both entry level and advanced jobs in information technology fields that are in demand in our state.

Various Workforce Investment Boards and One-Stop Career Centers, the NJ Division of Vocational Rehabilitation Services, and the Commission for the Blind and Visually Impaired help to recruit trainees. NJIT Division of Continuing Professional Education conducts the training classes at NJIT, Newark.



An active and engaged Business Advisory Council comprised of potential employers and national leaders in assistive technologies working with the NJIT Division of Career Development Services offers assistance with career and job placement and mentoring throughout the period of training. The Heldrich Center of Rutgers University provides **EmployME!** program staff with suggestions for continuous improvement.

For qualified applicants, all expenses associated with participation may be covered through this public/private partnership.

Applications are being accepted now, with the first classes forming in April 2007.

The **EmployME!** Training Program

18 weeks at 40 hours per week with an instructor in a computer lab especially equipped with appropriate assistive technology tools located at NJIT in Newark, NJ:

All Trainees learn:

- Effective Communication Skills
- Business Writing and Grammar
- Listening Skills
- Electronic Communications
- Office Productivity (Microsoft Word, PowerPoint, Excel, Adobe Acrobat and Photoshop)



Depending on needs and aptitudes, Trainees select from two Tracks:

Track One - Web Technology and Desktop Publishing including NJIT certifications. Topics include:

- Web Design Concepts (page layout, usability, navigation, graphics, and multimedia)
- Introduction to HTML
- Using Dreamweaver MX
- Using Macromedia Flash MX

Track Two - Open Source UNIX Administration including NJIT and national certification. Topics include:

- FreeBSD
- File Security
- Visual (vi) Editor
- The Berkeley Fast File System
- NFS

Candidate Criteria

Academic Skills: Candidates are required to have a minimum of a 9th grade reading level, 8th grade math level, and either be in the process of earning or possess a high school diploma or a GED.

Employability Evaluation (completed by members of our Business Advisory Council and NJIT): The candidate must have a positive attitude, present him/herself in a business-like manner, and show a basic level of workplace savvy.

Computer Skills: The candidate must be able to use basic Microsoft Windows Operating System Skills on a Personal Computer, access electronic material, save their work to a disk, retrieve information from a disk (or other computer related storage media), and create and manipulate electronic files and folders using Windows Explorer and various internet utilities.

A 3-week Computing Primer may be available for students who have a little or no experience with computers.

Next Steps: Interested and qualified individuals or agency counselors wishing to refer a customer may complete an online application located at <http://cpe.njit.edu/EmployME> or receive a printed version of the application in the mail by contacting NJIT at 973-596-3061 or 1-800-624-9850. Upon receipt of a completed application, an NJIT staff member will contact the candidate and/or counselor to set a date for a technical assessment.

NJIT Division of Continuing Professional Education
University Heights
Newark, NJ 07102

Ellen Schreihofner
Phone: 973-596-3061
800-624-9850
Fax: 973-596-3203
E-mail: cpe@njit.edu

